

**HUMAN RESOURCES OFFICE**  
**Naval Support Activity Bahrain**  
**Vacancy Announcement**  
**Announcement Number - NSA-11-013**  
**READ THIS ENTIRE ANNOUNCEMENT CAREFULLY**

**OPENING DATE:** 9 February 2011

**CLOSING DATE:** 22 February 2011

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**Position Title:** Secretary (OA)

**Pay Plan-Series-Grade:** GS-0318-05

**Status:** Full-Time Permanent

**Yearly Salary Range:** \$27,431- \$35,657 per Annum

**Location:** NAVCENT CTF-53

**Area of Consideration:** **Current Federal Employees and Military Spouse Preference/Family Member's eligibles residing in the Commuting Area; Veterans Employment Opportunity Act (VEOA) and VRA eligible's.**

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**ABOUT THE JOB**

The incumbent provides support for a small to medium size office performing a variety of clerical and administrative duties which are auxiliary to the work of the organization. The incumbent provides a full range of procedural work of the office to include: maintaining subject matter files and records, receiving visitors and telephone calls to the office, responding to routine and nontechnical requests for information and status and receiving correspondence, screening the material prior to distribution.

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**QUALIFICATIONS/EVALUATION METHOD**

- GS-05: 4 years of education above high school, 1 year of specialized experience equivalent to the next lower grade. The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement. <http://www.opm.gov/qualifications/standards>.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.
- Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.
- One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

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**REQUIRED DOCUMENTS**

1. **Resume:** In order for the work experience to be evaluated, applicants must identify the name and phone number of each employer, the title of each job performed, as well as the start and ending dates of employment. If this information is not provided your application will not be evaluated for the position.
2. Copy of Transcripts to receive credit for education;
3. Copy of SF-50 (Notification of Personnel Action) for current federal employee on Leave Without Pay (LWOP);
4. Questionnaire for Military Spouse or Family Member Preference; and
5. Copy of spouse's PCS orders and Dependent Entry Approval.
6. DD-214 if applicable.

**All documents must be legible! If all the required documents above are not provided your application will not be considered. Do not submit any documents not listed above. IMPORTANT! DO NOT SUMBIT unsolicited documents.**

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## NOTICES

**HAND DELIVER APPLICATIONS TO:  
Naval Support Activity Bahrain, Human Resources Office, Bldg 267**

**Applications not received by the closing date will not be considered.**

**FAXED DOCUMENTS WILL NOT BE ACCEPTED**

- Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a “Stateside/CONUS” hire will **NOT** be granted.
- Military Spouse Preference eligibles **will lose** their preference upon acceptance or declination of a job offer to a permanent position.

***MANAGEMENT MAY FILL THE VACANCY BY METHODS OTHER THAN MERIT STAFFING PROCEDURES.***

***THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY EMPLOYER.***

\* Employment under ‘Schedule A’ authority may not extend longer than 2 months following the transfer of the sponsor from the commuting area of his or her duty station, the separation of the appointee’s sponsor, or beyond the time the employee ceases to be a family member.

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